

VACANCY NOTICE

POSITION: HUMAN RIGHTS FIELD REPRESENTATIVE III

SALARY: \$4035.00 per month (Range 18), Partially Exempt Position

LOCATION: Anchorage, Alaska

APPLICATION DEADLINE: Received by November 27, 2006 5:00 P.M.

The Alaska State Commission For Human Rights Is Seeking A Motivated And Qualified Individual To Investigate And Resolve Discrimination Cases.

The Human Rights Commission is located in Anchorage, Alaska and is an executive branch agency within the State of Alaska, Office of the Governor. The Commission is seeking an investigator (Human Rights Field Representative III) to analyze facts, apply discrimination law theories, draft determinations, negotiate settlements, and manage a monthly case load of at least 50 cases. The investigator will also conduct intakes with Alaskans who allege violations of the state human rights law, draft complaints of discrimination, conduct witness interviews, and write reports. This position requires skill in reading and understanding civil rights statutes, court decisions, and legal precedents. The position also requires the ability to conduct impartial investigations, analyze evidence, draw logical conclusions, prepare clear and comprehensive investigative reports, and work independently.

Knowledge of civil rights law and procedure and theories of discrimination is required. One year of experience as a Human Rights Field Representative II with the State or the equivalent elsewhere is required.

Detailed position descriptions are available at the Human Rights Commission, 800 A Street, Suite 204, Anchorage, Alaska 99515, or on our website at www.gov.state.ak.us/aschr.

The salary for the Human Rights Field Representative is \$4035 monthly, plus health insurance and other State of Alaska employee benefits.

In order to be considered for this position, applicants are required to submit a technical writing sample. If you are not prepared to submit a technical writing sample, please do not apply for this position.

Applicants **MUST** apply through Workplace Alaska on the State of Alaska's Website at www.workplace.alaska.gov. For assistance call 800-587-0430. Detailed Classification Specifications are also available on Workplace Alaska.

The Office of the Governor is an Affirmative Action/Equal Opportunity Employer. Reasonable accommodations will be made available to individuals with disabilities upon request to the personnel office in advance.